

MWI 8715.9

REVISION B

EFFECTIVE DATE: November 27, 2001

EXPIRATION DATE: November 27, 2006

MARSHALL WORK INSTRUCTION

QS01

OCCUPATIONAL SAFETY GUIDELINES FOR MSFC CONTRACTORS

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DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline		3/28/00	
Revision	A	6/14/01	Updated the Applicable Documents section; updated the Reference section; safety clause added in 6.5; and updated 9.1 due to the addition of the Safety Clause.
Revision	B	11/27/01	Added a Note to section 6.5 to reference the new Appendix A. The new Appendix explains in detail the three steps in section 6.5.

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1. PURPOSE

This Instruction describes the general approach for ensuring that Marshall Space Flight Center (MSFC) contractors have effective Occupational Safety, Health, and Environmental (SHE) programs.

2. APPLICABILITY

This Instruction is applicable when MSFC activities include contractor involvement, both at MSFC and off-site. MSFC contracts (e.g., having a NAS8-xxxxx contract number) shall be written to hold contractors accountable for the safety of their employees, services, and products (as applicable).

3. APPLICABLE DOCUMENTS

- 3.1 Federal Acquisition Regulation (FAR)
- 3.2 NASA Federal Acquisition Regulation Supplement (NFS)
- 3.3 NPG 1441.1, "NASA Records Retention Schedules"
- 3.4 Safety Clause: Safety Performance Evaluation, Evaluation Criteria, and Performance Recognition (this document is maintained by MSFC Procurement Office/PS01)

4. REFERENCES

- 4.1 29 CFR 1910, "Occupational Safety and Health Standards"
- 4.2 29 CFR 1925, "Safety and Health Standards for Federal Service Contracts"
- 4.3 29 CFR 1926, "Safety and Health Regulations for Construction"
- 4.4 MPG 8715.1, "Marshall Safety, Health, and Environmental (SHE) Program"
- 4.5 MSFC-010161 (Sept. 1998), "General Safety Requirements"
- 4.6 MWI 7120.2, "Data Requirements Identification/Definition"
- 4.7 NPG 8715.1, "NASA Safety and Health Handbook Occupational Safety and Health Programs"
- 4.8 NPG 8715.3, "NASA Safety Manual"

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5. DEFINITIONS

5.1 Contracting Officer (CO). The only official with authority to contractually bind the government and has overall responsibility for the entire process.

5.2 Contracting Officer's Technical Representative (COTR). Appointed by the CO, provides support to the CO through monitoring of contractor performance, reporting, and recommending corrective action.

5.3 Data Requirements Description (DRD). A complete definition of each data requirement in a contract (or other contractual instrument), which prescribes content, format, maintenance instructions, and submittal requirements.

5.4 On-site Contractor. An MSFC contractor that has employees who reside at MSFC. In the case where employees are both on-site and off-site, the safety and health plan shall address both sites. Typically, this includes the inclusion of MSFC emergency management plans. When more than 50 percent of the contractor's employees are on-site, the contractor shall be classified as an on-site contractor.

5.5 Safety and Health Plan. A written plan submitted by the contractor to the Safety and Mission Assurance (S&MA) Office. The plan details how the contractor will implement and comply with the contract's safety requirements throughout all phases of the contract.

5.6 Safety, Health, and Environmental Team (SHE Team). Representatives from S&MA, Environmental Health (Occupational Medicine and Environmental Health Services), and the Environmental Engineering Department who will review the portions of the DRD that affect their respective organizations.

5.7 Safety Program Plan. A written plan submitted by the contractor to the S&MA Office. The plan details how the contractor will implement and comply with the contract's occupational and system (flight) safety requirements.

5.8 Technical Management Representative (TMR). Appointed by the CO who is typically at another NASA Center; provides support to the CO through monitoring of contractor performance, reporting, and recommending corrective action.

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6. INSTRUCTIONS

6.1 Request for Proposal Phase

6.1.1 The CO, program/project managers, and SHE Team shall ensure applicable safety, health, and environmental requirements are included in all contracts and grants. Standard DRDs are available from the MSFC Data Requirements Management System (DRMS) in the MSFC Integrated Document Library (MIDL).

6.1.2 Program/Project managers shall coordinate with the SHE Team to develop requirements and objectives for efforts to be contracted and to advise COs of the specific safety, health, and environmental concerns or requirements related to the contract.

6.2 Contract and Grant Proposal Review Phase

The SHE Team shall review the draft safety and health plans and safety program plans using the contract/grant specified DRDs or data requirements.

6.3 Post Award of Contacts and Grants Phase

6.3.1 The CO shall provide the contract/grant-specified DRDs or data requirements and the contractor's safety and health plan to the individual SHE Team members for review.

6.3.2 Using the contract/grant-specified DRDs or data requirements, the SHE Team shall review the safety and health plans.

6.3.3 A memorandum for record shall be sent from each SHE Team member to the CO noting required changes or approval in their respective area of the safety and health plan.

6.4 Update the Safety and Health Plans

6.4.1 Using the contract/grant specified DRDs or data requirements, the SHE Team shall review and approve the safety and health plans.

6.4.2 A memorandum for record shall be sent from each SHE Team member to the CO noting approval in their respective area of the safety and health plan.

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6.5 On-site Contractor Safety Quarterly Safety Documentation

6.5.1 The CO shall request the contractor submit a quarterly self-assessment in accordance with the subject safety clause.

6.5.2 The COTR and the S&MA Office representation shall support the CO to validate the contractor self-assessment.

6.5.3 On an annual basis, the CO will apply contract incentives/recognition or consequences based on the average quarterly scores.

NOTE: Appendix, "On-site Contractor Safety Performance Evaluation Process," describes the process.

7. NOTES

None

8. SAFETY PRECAUTIONS AND WARNING NOTES

None

9. RECORDS

9.1 Safety and health plans and safety performance evaluation records are maintained by the CO as set forth in the FAR, NFS, and NPG 1441.1.

9.2 Memorandum for record recording DRD modifications and changes shall be kept by the appropriate SHE Team organization for the length of the contract then destroyed.

9.3 Memorandum for record noting required changes or approval in their respective area of the safety and health plan.

9.4 Contract/grant specified DRDs or data requirements shall be maintained by the CO as set forth in the FAR, NFS, and NPG 1441.1.

10. PERSONNEL TRAINING AND CERTIFICATION

None

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11. FLOW DIAGRAM

None

12. CANCELLATION

MWI 8715.9A dated June 14, 2001

Original Signed by
Axel Roth for

A. G. Stephenson
Director

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APPENDIX

ONSITE CONTRACTOR SAFETY PERFORMANCE EVALUATION PROCESS

CONTRACTOR

Performs Self - Evaluation (each quarter)

Part I - Assign a score of 1 through 10 for Elements 1, 2, 3, and 4 (e.g., Element 4 - Safety & Health training) based on where their Safety & Health Program is on the "Safety Health Management Implementation Guide and Assessment Matrix." A brief substantiation of each score will also be provided. Note Element 1 has Management and Employee columns. Assign a score to each column and then average these two scores to assign the Element 1 score (e.g., Management 7 and Employee 8 leads to Element 1 at 7.5).

Sum the 4 Element scores and designate this total as the "Score"

Part II - Determine the LITR for the applicable quarter (1st quarter use 50,000 hours, 2nd quarter use 100,000 hours, 3rd quarter use 150,000 hours, and 4th quarter use 200,000 hours) using the following formula:

$$\text{LITR} = \frac{(\text{Number of Lost-time Cases}) \times (\text{Applicable Quarter Hours})}{\text{Number of Hours Worked On-site}}$$

Forward self-evaluation to contracting officer or their designee.



CONTRACTING OFFICER (Or their Designee)

Logs in the self-evaluation and forwards copies to the COTR and S&MA representative for validation.



COTR and S&MA Representative

Within 10 days review the contractor's self-evaluation and validate the score and LITR.

To concur, send a validation response to the CO or designee (e-mail acceptable).

To disagree, work with the CO or designee to get comments back to the contractor.



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CONTRACTING OFFICER (Or their Designee)

Logs in the validations and sends the contractor a response.



FOURTH QUARTER SPECIAL INSTRUCTIONS

At completion of the 4th quarter evaluation the CO, COTR, and S&MA representative shall determine if the contractor is eligible for a Public Recognition Award. They shall:

Average the four quarter scores.

Check the 4th quarter LITR (i.e., the one with 200,000 hours).

Determine the appropriate level (I, II, or III).

For Level I, the S&MA representative takes action to have a Formal Public Recognition Reward made and awarded in an upcoming SHE Central Meeting.

NOTE: The self-evaluation process starts over again at the 5th quarter.